

Proposition 47

Executive Steering Committee

ISSUE PAPER:
To Guide the Development of a
Request for Proposals (RFP)

November 16-17, 2021

**Proposition 47 Cohort III
Executive Steering Committee
Issue Paper**

Table of Contents

1. Introduction.....	1
2. Overview of Proposition 47 and Assembly Bill 1056.....	2
3. Request for Proposal Guiding Principles	3
4. Grant Cycle	4
5. Eligible Applicants	5
6. Eligible Activities.....	7
7. Target Population	9
8. Funding Considerations	10
9. Community Engagement	14
10. Local Government Impacts	16
11. Promising, Data-Driven, and Innovative Approaches	17
12. Glossary of Key Terms.....	19
13. Data Collection and Evaluation	20
14. Request for Proposal Logistics.....	21

1. INTRODUCTION

This Issue Paper is presented to the Proposition 47 (Prop 47) Executive Steering Committee (ESC) as a guide to assist in the development of the Prop 47 Cohort III Request for Proposals (RFP). The purpose of this Issue Paper is to guide a meaningful and focused discussion on key topics and related decision points that will help develop the RFP.

This Issue Paper is broken into sections with corresponding headers. Each section is marked as either “Information Only” or “Action Item.” BSCC staff and the ESC Chair will guide the discussion through these sections. Please note:

- Sections marked as **Information Only** are there to provide background information and identify requirements or mandates. These sections will generate the discussion that will inform decisions as the group moves along.
- Sections that request input and/or decisions by the ESC are designated as **Action**.

As the group moves through the Issue Paper, staff will be listening to the discussion and taking notes. It is likely that some issues will generate significant discussion. Where the ESC is not able to reach consensus, staff will attempt to identify outstanding issues and suggest next steps. Staff will incorporate the decisions that are made, and the priorities discussed into a draft RFP. The final RFP will be presented to the BSCC Board by staff for approval and release to the field.

NOTES

2. OVERVIEW OF PROPOSITION 47 AND ASSEMBLY BILL 1056 INFORMATION ONLY

Proposition 47 was a voter-approved initiative on the November 2014 ballot. Its purpose is to ensure that prison spending is focused on violent and serious offenses; to maximize alternatives for nonserious, nonviolent crime; and to invest savings from the implementation of the initiative into prevention and support programs, victim services, and mental health and drug treatment.

Prop 47 Mandated Services	Prop 47 Mandated Service Eligibility (Target Population)
1. Mental health treatment	People who have been arrested, charged with, or convicted of a criminal offense and have a history of mental health or substance use disorders.
2. Substance abuse treatment	
3. Diversion programs	

Assembly Bill 1056 (Statutes of 2015, Chapter 438) expands the target population and establishes additional BSCC priorities for the grant program, as follows:

Grantee	Service Eligibility	Mandated Services	Additional Priority Concepts and/or Services
Lead applicant must be a public agency Permit expansion of capacity of existing programs and prohibition of supplanting.	People who have been arrested, charged with, or convicted of a criminal offense <u>and</u> have a history of mental health or substance use disorders.	Mental health services Substance abuse disorder treatment services Misdemeanor diversion programs Or some combination thereof	<u>Prioritize</u> restorative justice <u>Prioritize</u> the leveraging of other funding <u>Prioritize</u> housing-related assistance that uses evidence-based practices <u>Prioritize</u> community-based supportive services such as: <ul style="list-style-type: none"> ▪ Job skills training ▪ Case management ▪ Civil legal services <u>Prioritize</u> the leveraging of existing contracts, partnerships, MOUs, or other formal relationships <u>Prioritize</u> public agency partnerships with philanthropic or nonprofit organizations <u>Prioritize</u> interagency and regional collaborations <u>Consider</u> ways to promote services for people with offenses stated in Prop 47 without precluding assistance to a person with other offenses in their history. <u>Consider</u> geographic diversity <u>Consider</u> appropriate limits for administrative costs/overhead. <u>Consider</u> proposals that provide services to juveniles.

3. REQUEST FOR PROPOSALS GUIDING PRINCIPLES

ACTION

The Prop 47 ESC developed guiding principles that were incorporated into the original RFP. Although guiding principles were not required, the ESC believed it was important to reflect their priorities and values through the inclusion of guiding principles. These guiding principles are provided below:

- Value community partnerships and collaborations.
- Encourage culturally competent services and approaches that foster the principles of restorative justice.
- Define target populations, especially those populations that are traditionally underserved.
- Identify and address known barriers to serving target populations.
- Prioritize client-focused/client-centered and holistic programs and approaches, including healing strategies and trauma informed care.
- Include community-based organizations with diverse staffing, including those who are system-impacted individuals, or who have varying educational levels and life experiences.
- Demonstrate capacity building for service providers at every level.
- Be mindful of regional equity and geographic diversity, including smaller and rural counties.
- Collect program data and measure/evaluate outcomes and publish and share information.
- Encourage community engagement, where members of the community participate in the identifying, informing, and shaping of policies, goals, services, and solutions

❖ ESC DECISION POINTS:

- A. Should this RFP include guiding Principles?
- B. If yes, should the existing guiding principles be modified?

NOTES:

4. GRANT CYCLE **ACTION**

BSCC grant awards typically include three (3) years for grantees to spend funds and may include additional time to account for implementation and close-out activities.

Grant Cycle Example

Grant Term: September 1, 2022 - April 30, 2026

Implementation Time (If Needed)*

September 1, 2022 —————> December 31, 2022 (4 months)

*Implementation period provided to allow for local procurement, hiring, and other activities that can facilitate a timely start. Grantees who do not need the full implementation period can begin service delivery at any time once under contract.

Service Delivery Period

January 1, 2023 —————> December 31, 2025 (3 years)

Analysis of Data and Completion of Final Evaluation Report

January 1, 2026 —————> April 30, 2026 (4 months)

❖ **ESC DECISION POINTS:**

A. What should be the length of the grant cycle? Issues to consider:

- Start-up challenges for grantees (i.e., hiring new staff, competitive subcontracting processes, etc.)
- Local governing board approval
- Organizational infrastructure or program design challenge
- Sufficient time for meaningful data collection and evaluation

B. Staff recommends a grant cycle that at a minimum allows for three years of service delivery and time for data collection and evaluation (e.g., Grant Cycle Example)

NOTES:

5. ELIGIBLE APPLICANTS

ACTION

By law, eligibility for this grant is restricted to public agencies (Pen. Code, §6046.3, subd. (a)(3).

Public agency means a county, city, whether a general law city or a chartered city, or city and county, the duly constituted governing body of an Indian reservation or Rancheria, a school district, municipal corporation, district, political subdivision, or any board, commission, or agency thereof, entities that are legislative bodies of a local agency pursuant to subdivision (c) or (d) of Section 54952 of the Government Code, a housing authority organized pursuant to Part 2 (commencing with Section 34200) of Division 24 of the Health and Safety Code, a state agency, public district, or other political subdivision of the state, or any instrumentality thereof, which is authorized to engage in or assist in the development or operation of housing for persons and families of low or moderate income.

The original RFP established the following:

For the purposes of this RFP, the public agency will be considered the “Lead Agency.” In order to be eligible, a Lead Agency must:

- Subcontract with one or more non-governmental, community organizations for a minimum of 50 percent of the total grant award in order to demonstrate a shared partnership rooted in community engagement and economic equity. Additional points will be awarded to applicants that pass-through 60 percent or 70 percent.
- Two or more public agencies may partner to submit a joint proposal, but one must be designated as Lead Agency for contracting purposes. Joint proposals must comply with all other eligibility criteria. A public agency may not apply on both an individual and a joint proposal.

❖ ESC DECISION POINTS:

- A. Should there be a limit on how many applications a Lead Agency may submit?
 - Can more than one Lead Agency within the same jurisdiction submit a proposal (i.e., within the same city/county/Indian Reservation/district)?
- B. Are joint proposals allowable? If yes, what criteria must be met?
 - One public agency designated as the lead applicant agency?
 - Should jurisdictions border each other?
 - Additional criteria?
- C. Can a Lead Agency submit an individual proposal and be part of a joint proposal?

- D. Should this RFP require Lead Agencies to subcontract with non-governmental community-based organizations?
- E. If yes, is there a minimum percentage of the total award that must be passed through to non-governmental, community-based organizations?
- Should proposals receive additional points for passing-through more than the minimum.
- F. Should this RFP require that community-based organizations receiving grant funds, have a 501(c)(3) status (i.e., nonprofit)?
- Can for-profit community-based organizations receive grant funding?
- G. Can Cohort 2 Prop 47 (August 2019 - May 2023) grantees apply for Cohort 3 funds?
- Staff recommendations: Cohort 2 grantees have the option of:
 - i. One time no cost extension **OR**
 - ii. Applying for cohort 3

INFORMATION ONLY

The language shown below appears in competitive RFPs issued by the BSCC:

Eligibility Criteria for All Non-Governmental Organizations Receiving BSCC Grant Funds

Any non-governmental organization that receives xx grant funds (as either a direct grantee, subgrantee, or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least six (6) months prior to the effective date of its fiscal agreement with the BSCC or with the xx grantee;
 - Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six-month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grant agreement with the BSCC or the start date of the grantee-subcontractor fiscal agreement;
- Be registered with the California Secretary of State's Office;
- Have an Employer Identification Number (EIN);
- Have a valid business license, if applicable;
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable; and
- Have a physical address in the State of California. (An agent for service of process with a California address is insufficient.)

NOTES:**6. ELIGIBLE ACTIVITIES**
ACTION

Proposition 47 and AB 1056 identify the following services and supports as activities that are required or that should be prioritized:

- Mental health services (**required**)
- Substance use disorder treatment services (**required**)
- Diversion programs (**required**)
- Restorative justice (**prioritize**)
- Housing-related assistance (**prioritize**)
- Community-based support services (job skills training, case management, civil legal services, etc.) (**prioritize**)

❖ ESC DECISION POINTS:

- A. How should applicants address required services? The Prop 47 ESC established that:
- Grant funds must be used for mental health services, substance use disorder treatment, diversion programs, or some combination thereof.
 - Public agency applicants will be required to describe the service delivery approach, i.e., who will deliver the services and how, and why it is most appropriate for the community and target population. (Cohort I RFP, pg. 10).
- B. Are there any services/approaches this RFP will not fund?
- The Prop 47 ESC established that grant funds may not be used for the acquisition of real property or for programs or services provided in a custodial setting (with the exception of outreach and reentry planning).
- C. How will this ESC prioritize proposals as described in AB 1056?
- (1) Prioritize proposals that advance principles of restorative justice while demonstrating a capacity to reduce recidivism.
 - (2) Prioritize proposals that leverage other federal, state, and local funds or other social investments, such as the following sources of funding...
 - (3) Prioritize proposals that provide for all of the following:
 - (A) Mental health services, substance use disorder treatment services, misdemeanor diversion programs, or some combination thereof.
 - (B) Housing-related assistance that utilizes evidence-based models, including, but not limited to, those recommended by the federal Department of Housing and Urban Development...

(4) Prioritize proposals that leverage existing contracts, partnerships, memoranda of understanding, or other formal relationships to provide one or more of the services prioritized in paragraph (3).

(5) Prioritize proposals put forth by a public agency in partnership with a philanthropic or nonprofit organization.

(6) Prioritize proposals that promote interagency and regional collaborations.

D. How can this RFP address the additional considerations identified in AB 1056?

(7) Consider ways to promote services for people with offenses identical or similar to those addressed by the Safe Neighborhoods and Schools Act of 2014, without precluding assistance to a person with other offenses in his or her criminal history.

(8) Consider geographic diversity.

(9) Consider appropriate limits for administrative costs and overhead.

(10) Consider proposals that provide services to juveniles.

(11) Permit proposals to expand the capacity of an existing program and prohibit proposals from using the fund to supplant funding for an existing program.

E. Will applicants score higher or receive preferential points if they address more than one program requirement?

NOTES:

7. TARGET POPULATION ACTION

The target population in Proposition 47 and AB 1056 is defined as follows:

- Prop 47: People *convicted* of less serious crimes such as those covered by Prop 47, and those who have substance abuse and mental health problems.
- AB 1056: People who have been *arrested, charged with, or convicted* of a criminal offense and have a history of mental health or substance use disorders.

❖ ESC DECISION POINTS:

- A. How can juveniles be eligible for services? Eligible participants must be arrested, charged with, or be convicted of a criminal offense.
- Staff recommendation: Staff recommends that services be provided to juveniles that only fall under the jurisdiction of the juvenile court pursuant to Welfare and Institutions Code section 602. Juveniles that come under the jurisdiction of the juvenile court under Welfare and Institutions Code section 601 (i.e., status offenses, truancy) should not be considered arrested for or charged with criminal offenses.
- B. Will proposals include a description of how the target population is identified according to the following criteria:
- Referral process?
 - Risk/Needs assessment?
 - How clients are identified as having a mental health or substance use disorder need (e.g. self-attest)?
 - Other?
- C. Is there a minimum number of participants to be targeted for services over the life of the project? (e.g., unduplicated participants)

NOTES: School districts are eligible for additional Prop 47 funding through the Department of Education

8. FUNDING CONSIDERATIONS

ACTION

Funding for the Safe Neighborhoods and Schools Fund is defined in statute, as follows:

- (a) On or before July 31, 2016, and on or before July 31 of each fiscal year thereafter, the Director of Finance shall calculate the savings that accrued to the state from the implementation of the act adding this chapter ("this act") during the fiscal year ending June 30, as compared to the fiscal year preceding the enactment of this act.
- (b) Before August 15, 2016, and before August 15 of each fiscal year thereafter, the Controller shall transfer from the General Fund to the Safe Neighborhoods and Schools Fund the total amount calculated pursuant to subdivision (a).

Proposition 47 mandates that 65 percent of the state savings identified in (a) above go to the BSCC to administer this grant program. The BSCC anticipates approximately \$150,986,000 will be available for competitive award after accounting for administrative costs. This includes \$71,521,700 in fiscal year (FY) 2021-22 and \$71,521,700 in FY 2022-23. In addition, any unspent funds from the Cohort I RFP (June 16, 2017 - August 15, 2021) will be added to the approximately \$143 million and competitively awarded.

Funding Categories

The original RFP established the following:

- Recognizing that different-sized jurisdictions have different capacities, resources, and needs, there are two categories within which public agency applicants will compete. Small and Large Scope. In addition, there was a special set-aside for the County of Los Angeles.
- Only one application may be submitted on behalf of the County of Los Angeles and its subsidiary departments and agencies. Other cities and eligible non-county, public entities within Los Angeles County may still submit individual applications in either the Small or Large category as illustrated below:

❖ ESC DECISION POINTS:

- A. Should this RFP include funding categories, or should all applicants compete against each other regardless of size, geography, etc.?
- B. Should this RFP keep the same funding categories of Small Scope, Large Scope, and a Special set-aside category within Large Scope as the original RFP.
- C. If yes, how should funding be allocated?
 - Approximately \$150,986,000 is available but the final amount may increase.
 - Funding allocation examples include, but are not limited to, the options shown in Table 1 and 2

Table 1

Funding Category	Available Funds	Percentage Split
Small Scope	\$45,295,800	30%
Large Scope	\$105,690,200	70%
Total	\$150,986,000	

Table 2:

Funding Category	Available Funds	Percentage Split
Small Scope	\$60,394,040	40%
Large Scope	\$90,591,960	60%
Total	\$150,986,000	

- D. Should there be special considerations for counties with large populations (e.g., Los Angeles)? For example:

Table 3

Funding Category	Available Funds	Percentage Split
Small Scope	\$45,295,800	30%
Large Scope	\$105,690,200	70%
	Within this category, County of X may submit a single application for up to \$X million	
Total	\$150,986,000	

- E. Should this RFP consider different funding categories. For example:
- Small, Medium, and Large scope categories
 - Mental Health, Substance Use Disorder, or Diversion categories
 - Population, geography, other categories?
 - What percentage should be allocated to small, medium, large?

Table 4

Funding Category	Available Funds	Percentage Split
Small Scope	\$30,197,200	20%
Medium Scope	\$45,295,800	30%
Large Scope	\$75,493,000	50%
Total	\$150,986,000	

Funding Caps

The original RFP established funding caps of up to \$1 million, more than \$1 million and up to \$6 million, and a special set-aside that restricted the County of Los Angeles to a single application for up to \$20 million as shown below:

Funding Category	For Public Agency Applicants requesting:	Prop. 47 Funds Allocated to this Category
1) Small Scope	Up to \$1 million for the entire 38-month grant period.	\$20,000,000
2) Large Scope	More than \$1 million and up to \$6 million for the entire 38-month grant period.	\$83,651,000
	Special set-aside: The County of Los Angeles may submit a single application for up to \$20 million for the entire 38-month grant period.	
Total		\$103,651,000

❖ ESC DECISION POINTS:

- A. What is the maximum amount of funding that can be applied for as in individual applicant?
- The following tables are provided for discussion purposes and assumes applicants apply for the maximum amount of available funds.

Table 6

Funding Category	Funding Cap	Available Funding	Total Number of Funded Projects
Small Scope	\$1,000,000	\$45,295,800	45
Large Scope	\$6,000,000	\$105,690,200	17
Totals		\$150,986,000	62

Table 7

Funding Category	Funding Cap	Available Funding	Total Number of Funded Projects
Small Scope	\$2,000,000	\$45,295,800	22
Large Scope	\$7,000,000	\$105,690,200	15

Totals	\$150,986,000	37
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Table 8

Funding Category	Funding Cap	Available Funding	Total Number of Funded Projects
Small Scope	\$1,000,000	\$30,197,200	30
Medium Scope	\$3,000,000	\$45,295,800	15
Large Scope	\$6,000,000	\$75,493,000	12
Totals	\$150,986,000	\$150,986,000	57

- B. If applicable, what is the maximum set-aside amount within the Large Scope category?
- C. If applicable, what is the maximum amount a joint applicant may apply for?
- D. How should/can proposals leverage other “federal, state, and local funds or other social investments,” such as the following:
- Drug Medi-Cal Treatment Program
 - Mental Health Services Act
 - Community Corrections Grant Program for funding changes to the criminal justice system as required by Chapter 15 of the Statutes of 2011.
 - Community Corrections Performance Incentives Act (a state would annually allocate money for purposes related to local probation practices)
 - CA Tax Credits of the Revenue and Taxation Code:
 - § 12209: insurer tax credit
 - § 17053.57: personal income tax credit
 - § 23657: corporate tax credit
 - Housing and Urban Development funds
 - Supportive Services for Veteran Families
 - Social Innovation Fund
 - Byrne Memorial Justice Assistance Grant (JAG)
- E. Are applicants required to provide a description of financial leveraging?
- F. Should there be a cap on the amount of funds a project may leverage?
- The amount of money grantees commit to leverage will become a part of the grant agreement.

9. COMMUNITY ENGAGEMENT AND STRATEGIC PLANNING PROCESS

ACTION

The Prop 47 ESC believed it was important to meaningfully engage community members at all stages of project development and implementation. The ESC established the following:

In order to apply for Proposition 47 funding, the Lead Agency must develop a Proposition 47 Local Advisory Committee that includes local stakeholders who have experience and expertise in the prospective programs and/or services to be implemented by the proposal. This advisory committee will, at a minimum, advise on:

- How to identify and prioritize the most pressing needs to be addressed (to include target population, target area, etc.);
- How to identify the strategies, programs and/or services to be undertaken to address those needs;
- The development of the grant project;
- Ongoing implementation of the grant project.

When discussing community engagement, the Prop 47 ESC considered the following definition/principles:

... the process of working collaboratively with and through groups of people affiliated by geographic proximity, special interest, or similar situations to address issues affecting the well-being of those people. It is a powerful vehicle for bringing about environmental and behavioral changes that will improve the health of the community and its members. It often involves partnerships and coalitions that help mobilize resources and influence systems, change relationships among partners, and serve as catalysts for changing policies, programs, and practices (Center for Disease Control and Prevention, 1997, p 9 – published in CDC, Principles of Community Engagement Second Edition, 2011, p. 3).

❖ ESC DECISION POINTS:

- A. What does community engagement and collaboration mean for this grant?
 - Specific definitions?
 - Required partnerships?
- B. Does it involve the use of a community governance structure (e.g., local Steering Committee or Advisory Council)?
- C. If yes, define parameters (e.g., membership, meeting frequency, decision-making roles, level of involvement, etc.).
- D. Will the lead public agency be required to submit a strategic plan developed in collaboration with their identified community partners?

- E. What type of documentation will be required to establish formal community collaboration (e.g., Letters of Agreement, Memorandum of Understanding, etc.)?
- F. Will the lead agency explain how and why certain community partners were selected?
- Could include: a description of each proposed community-based service provider and the services provided, history in the community, ties to the community, years of operation, accomplishments, etc.

NOTES:

10. IMPACT TO LOCAL GOVERNMENT PARTNERS ACTION

AB 1056 specifically encourages the development of proposals that leverage existing contracts, partnerships, memoranda of understanding, or other formal relationships to provide the services identified. As such, projects proposed under this grant program could have unforeseen or unintended impacts on local government agencies (e.g., a significant increase in referrals to county behavioral health, lack of coordination between local agencies that provide similar services, duplication of services, etc.). It could also prevent a proposed project from operating as intended.

The ESC might consider ways in which the lead public agency could or should address this when developing a proposal.

❖ ESC DECISION POINTS:

- A. Will proposals require the lead agency to identify and include a description of potential impacts the proposed project might have on other government agencies?
- B. What type of documentation will be required to demonstrate that the lead public agency and other impacted government agencies are communicating and supportive of efforts?

NOTES:

11. PROMISING, DATA-DRIVEN, AND INNOVATIVE APPROACHES

ACTION

Whenever possible, the BSCC encourages grantees to employ the core principles of evidence-based practice (EBP), which places an emphasis on achieving measurable outcomes, and making sure the services provided and the resources utilized are effective. While grantees are encouraged to develop projects that incorporate the principles of evidence-based practice, BSCC also recognizes that services must be tailored to fit the needs of the communities within which they serve. Innovation and creativity are permitted but should be founded upon existing data and research on best practices in this field.

Sample RFP Language is provided below:

The BSCC is committed to supporting a focus on better outcomes in the criminal justice system and for those involved in it. Applicants that seek funding through this grant process should use research and data driven decision-making in the development, implementation, and evaluation of the grant-funded projects.

The extent to which an applicant can demonstrate that the program and/or activities they have chosen has been shown to be effective will be evaluated as a part of the rating process. In developing a proposal, it may be helpful for applicants to consider the following questions:

1. **Is there evidence or data to suggest that the intervention or strategy is likely to work, i.e., produce a desired benefit?** For example, was the intervention or strategy selected by the project used by another entity with documented positive results? Is there published research/information on the chosen intervention that demonstrates its effectiveness? Is the intervention or strategy being used by another entity with a similar problem and similar target population?
2. **Once an intervention or strategy is selected, will you be able to demonstrate that it is being carried out as intended?** For example, does this intervention or strategy provide for a way to monitor quality control or continuous quality improvement? If this intervention or strategy was implemented by another entity, are there procedures in place to ensure the model is being closely followed (so the project is more likely to achieve similar desired outcomes)?
3. **Is there a plan to collect data that will allow for an appraisal of whether the intervention or strategy worked?** For example, will the intervention or strategy selected allow for the collection of data or other information so outcomes can be measured at the conclusion of the project? Are there or will there be processes in place to identify, collect, and analyze that data/information?

Applicants are encouraged to develop a project that incorporates these evidence-informed principles but is tailored to fit the needs of the communities they serve.

❖ ESC DECISION POINTS:

- A. Is the BSCC approach to evidence-based practice appropriate for this RFP?
- B. If not, what modifications are necessary?

NOTES:

12. GLOSSARY OF KEY TERMS

ACTION

The original RFP included a glossary of key terms:

- Cultural Competence
- Diversion Programs
- Project Evaluation
 - Process Evaluation, Outcome Evaluation
- Goals and Objectives
- Housing Models
 - Housing First, Permanent Supportive Housing, Bridge Housing, Rapid Rehousing, Transitional Housing, Sober Living Homes
- Principles of Effective Intervention
- Recidivism
- Restorative Justice
- Substance Use Disorder Treatment
- Trauma Informed Care

❖ **ESC DECISION POINTS:**

- A. Should this RFP require expand on the Glossary of Key Terms?
- B. Should any of the definitions be modified?

NOTES:

13. DATA COLLECTION AND EVALUATION

ACTION

BSCC has identified the importance of data collection in order to measure outcomes. To ensure that projects funded by the BSCC can be evaluated, BSCC typically requires applicants to describe their plan for evaluating a proposed project, to include goals and objectives, plans for data collection, process measures, and outcome measures, etc. Once a grant is awarded, grantees are required to submit a formal Local Evaluation Plan. At the conclusion of the grant, grantees are required to submit a Final Evaluation Report. Applicants are sometimes required to set aside a percentage of the grant award to fund these activities. In addition to these

The original RFP established the following:

- Projects selected for funding will be required to submit a Local Evaluation Plan, a Two-Year Preliminary Evaluation Report, and a Final Local Evaluation Report.
- Grantees are required to set aside at least 5 percent (or \$25,000, whichever is greater) but not more than 10 percent of the total grant award for data collection and evaluation efforts, to include the development of the Local Evaluation Plan, Two-Year Preliminary Evaluation Report, and Final Local Evaluation Report.
- Public agency applicants are strongly encouraged to use outside evaluators to ensure objective and impartial evaluations.

❖ ESC DECISION POINTS:

- C. Should this RFP require a Local Evaluation Plan, a Two-Year Preliminary Evaluation Report, and a Final Local Evaluation Report
- D. What is the minimum amount of funding an applicant may dedicate to data collection and evaluation efforts?
 - 5%, 10%, etc.
- E. Should grantees be encouraged or required to work with an outside research entity (i.e., local university, research firm, etc.) on its evaluation efforts versus being allowed to complete the work in-house?

NOTES:

14. RFP Logistics

ACTION

Prior to forwarding proposals to the ESC members for reading and rating, BSCC staff typically review the materials submitted by applicants to determine if the submission meets the technical RFP requirements. The BSCC routinely reviews the following items as a part of a technical review process:

- Proposal meets all format requirements including page limitations
- Proposal contains all required sections.
- Proposal contains all required signatures.

❖ ESC DECISION POINTS:

- A. What sections or items should be included in the Grant Application? Examples include:
- Project Need
 - Project Description
 - Community Engagement
 - Local Steering Committee
 - Evaluation
 - Budget Table/Budget Narrative
 - Project Workplan
 - Letters of Impacts, Letters of Agreement, etc.
- B. What is the maximum length of the Proposal Narrative not including attachments?
- 10, 15, 20, pages, etc.
- C. What level of budget information will be required within the RFP?
- Standard BSCC invoice line items include: Salaries and Benefits, Services and Supplies, Professional Services, Non-Governmental Organization (NGO) Contracts, Indirect Costs, Financial Audit, Fixed Assets/Equipment, Data Collection/Evaluation and Other.
- D. Are there other considerations?
- The original RFP established the following: The Proposal Narrative must be submitted in Arial 12-point font with one-inch margins on all four sides. The narrative must be double-spaced and cannot exceed 15 pages in length.

The language shown below appears in competitive RFPs issued by the BSCC:

Audit Requirements

Grantees are required to provide the BSCC with a financial audit that covers the service delivery period of the grant. The audit report will be due no later than Month Day, Year. The financial audit shall be performed by a Certified Public Accountant or a participating county or city auditor that is organizationally independent from the participating county or city's project financial management functions. Expenses for the final audit may be reimbursed for actual costs up to \$25,000.

NOTES: